

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

DESCRIPTION OF POSITION	<p>TITLE OF POSITION: <u>Sr. Telecommunication/Warning Officer</u> CLASSIFICATION CODE: <u>02715300</u></p> <p>SALARY RANGE : <u>\$41,681- 48,292 (GR 03226A)</u> REFERENCE POSITION NO: <u>2088-10000-05</u></p> <p>Department or Agency Name: <u>Executive</u> APPLICATION PERIOD: <u>March 13 – 20, 2009</u></p> <p>Division/Section/Unit: <u>RI Emergency Management Agency</u></p> <p>Assignment(s)/Comments: <u>During emergency situations work schedule may vary</u></p> <p>Shift and Days: <u>1st Monday thru Friday</u> Job Location: <u>Command Readiness Center, Cranston,</u></p> <p>RI Restrictions/Limitations: <u>09/30/2009 - Limited to federal funding</u></p> <p>Position Covered By Collective Bargaining Agreement: YES <u>X</u> NO <u> </u></p> <p>Name of Bargaining Unit: <u>LIUNA Laborer's 808</u></p> <p>There is <u> </u> is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions</p> <p><small>Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</small></p>
GENERAL INFORMATION TO CANDIDATE	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><u>MOST IMPORTANT</u> - please include the following information:</p> <ul style="list-style-type: none"> ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** <p>*** in certain agencies, bargaining union applications will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT:</p> <ul style="list-style-type: none"> ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
STATEMENT OF DUTIES	<p>DUTIES / RESPONSIBILITIES:</p> <p>To assist in planning and implementing statewide programs designed to provide emergency communications capability and adequate emergency warning systems; to ensure established policies and practices governing such operations are adhered to; to update and keep current the State Warning Plan and to coordinate warning plans of local emergency management agencies; and to do related work as required.</p>
MINIMUM EDUCATION & EXPERIENCE	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: graduation from a senior high school and recognized school of electronics; and</p> <p>Experience: Such as may have been gained through: employment in a responsible position which involved detailed planning, designing and/or supervision of complete electronic communication systems the performance of technical work requiring fact-finding, analysis and interpretation of basic information and trends concerning physical, social and economic aspects of the population <u>Or</u> any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p>Special Skills: Must possess a current and valid General Class Amateur Radio License and a First Class Radio Telephone Operator License as issued by the Federal Communications Commission (FCC) and must maintain such licensure as a condition of employment. Must obtain federal government secret clearance within six months (or as soon as practical) of employment and must maintain such clearance as a condition of employment.</p>
WHERE TO APPLY	<p><i>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</i></p> <p>SEND RESUME OR CS-14 APPLICATION TO:</p> <p>Cheryl R. Deacon, Administrative Officer RI Emergency Management Agency 645 New London Avenue Cranston, RI 02920</p> <p>Telephone #: (401) 946-9996 Fax #: (401) 944-1891 TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: SENIOR TELECOMMUNICATIONS
AND WARNING OFFICER
(EMERGENCY MANAGEMENT AGENCY)**

Class Code: 02715300

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in planning and implementing statewide programs designed to provide emergency communications capability and an adequate emergency warning systems and ensure established policies and practices governing such operations are adhered to; to update and keep current the State Warning Plan and to coordinate warning plans of local emergency management agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and reports for results obtained and for conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans and reviews the work of emergency management agency communications and warning personnel and confers with and advises them on difficult problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in planning and implementing statewide programs designed to provide emergency communications capability and an adequate emergency warning systems and ensure established policies and practices governing such operations are adhered to.

To update and keep current the State Warning Plan and to coordinate warning plans of local emergency management agencies.

To serve as staff advisor to the Executive Director on all technical and operational matters pertaining to communications and warning.

To direct the operation of state communication centers whose systems may include telephone, teletypewriter, radio, wire and other associated services.

To promote the Radio Amateur Civil Emergency Services (RACES) and provide guidance and assistance in the formulation of "RACES" plans and to activate these plans in an emergency.

To prepare project applications for federal funds to provide for expansion of emergency communications and warning facilities.

To maintain liaison with the regional office of the Emergency Management Agency on communications and warning activities.

To establish staffing patterns for emergency communications and warning systems and operations and to assist in the training program for both staff and volunteer personnel.

To conduct periodic tests and exercises of communications networks to insure operational readiness.

To update and keep current the State Warning Plan and to coordinate warning plans of local emergency management agencies.

To plan and coordinate expansion of state warning systems and to monitor state extension of the National Warning System.

To develop standing operating procedures at the state and local level.

To administer policies and practices governing the operation of complex national, state and local warning systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the design, maintenance and testing of complex electrical communication systems; a thorough knowledge of the Federal Communications Commission (FCC) rules and regulations relating to communications; a thorough knowledge of the principles of electricity and radio electronics; a thorough knowledge of communications systems for potential improvement and/or expansion; a thorough knowledge of the federal/state relationship with respect to planning grants and federal matching funds; a thorough knowledge of emergency communications planning and development and the ability to write and evaluate such plans; the ability to diagnose and repair various electronic equipment apparatus; the ability to plan, supervise and review the work of subordinates; the ability to prepare accurate and precise reports on matters of telecommunications and warning; the ability to speak effectively before large and small groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and a recognized school of electronics; and

Experience: Such as may have been gained through: employment in a responsible position which involved detailed planning, designing and/or supervising of complete electronic communications systems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must possess a current and valid General Class Amateur Radio License and a First Class Radio Telephone Operator License as issued by the Federal Communications Commission (FCC) and must maintain such licensure as a condition of employment. Must obtain federal government secret clearance within six months of employment and must maintain such clearance as a condition of employment.

Class Revised: July 3, 1988

Editorial Review: 3-15-2003